

MEMORANDUM

TO: Directors of Migrant Education Programs

FROM: Dorothy VanLooy
Director

DATE: September 9, 2002

SUBJECT: Fall Migrant Directors' Meeting
Calendar of Events
Records Retention
Immunizations – Not Just Kids' Stuff
PASS

Fall Migrant Directors' Meeting

The next Migrant Directors' meeting will be held at the Grand Traverse Resort in Acme, Michigan on Wednesday, October 2, 2002, at 1:00 p.m. The meeting will include presentations from the new HEP Assistant Director, the new Farmworker Legal Services attorney assigned to Migrant Education, and presenters from Texas who will discuss the new Texas Testing Program, NGS access, and Project SMART. The meeting will conclude at 3:45 p.m. Please remember that there is no charge for attending the Migrant Directors' meeting. However, if you plan to attend other sessions or meal events that are part of the MAS/FPS Annual Fall Directors' Conference, you will need to register for the conference. The conference includes a Bilingual/ESL Directors' Meeting in the morning on October 2, and a session on Title III on October 3.

Calendar of Events

Enclosed is a calendar of events for the 2002-03 school year. Please review it for important professional development, conferences, and deadline information. Brochures and flyers pertaining to several of the conferences, noted on the calendar, are included with this mailing.

Records Retention

Several times during the past year, migrant staff was asked about records retention. To assist you with decisions about records that should be retained and those that can be destroyed, an updated retention list is enclosed. Please review it carefully to determine appropriate action for documents pertaining to migrant education. Remember that due to the sensitive nature of information contained on items such as Certificates of Eligibility, the documents should be shredded when they are discarded.

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Immunizations – Not Just Kids' Stuff

During the Spring Regional Meetings, Carol Besteman encountered several questions regarding adult immunizations. To assist with immunization decisions that adults who work with children must make, Carol has asked that you receive the enclosed information regarding adult immunizations. Please review the information and share it with your staff at the appropriate time.

PASS

Enclosed is a brochure from Michigan Regional PASS Office. It contains program information on course packs available for junior and senior high school students. PASS programs are recognized for course credit in many of the states that send students to Michigan each summer.

Enclosures: Calendar of Events
 Conference Brochures/Flyers
 Records Retention List
 Adult Immunizations
 PASS Brochure